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Services

**MORTUARY RECORDS AND REPORTING
REQUIREMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures and responsibilities for establishment of Base Mortuary Individual Case Files. It applies to base and tenant units.

SUMMARY OF REVISIONS

This revision updates functional address symbols.

1. Establishment of files. The Installation Mortuary Affairs Officer will maintain separate mortuary files for personnel as outlined in *AFI 34-501, Mortuary Affairs Program*. All documents, correspondence, and records concerning the care and disposition of the deceased will be kept in the mortuary file. All offices processing documents or correspondence pertaining to a base mortuary case will forward them to 375 SVS/SVXM for inclusion in the mortuary files.

2. Responsibilities:

2.1. The Scott Command Post will notify the Base Mortuary Officer of any death notifications received. Active duty deaths must be reported immediately.

2.2. The 375th Security Forces Squadron will notify the Scott Command Post and the Base Mortuary Officer of any death notifications received. Active duty deaths must be reported immediately.

2.3. The Base Casualty Affairs Officer will:

2.3.1. Notify the Mortuary Affairs Officer when the next of kin has been notified of the death and notification has been acknowledged.

2.3.2. Forward a copy of DD Form 1300, **Report of Casualty**, to 375 SVS/SVXM following receipt from HQ AFPC.

- 2.3.3. Forward a copy of all casualty messages for Air Force Casualty Affairs to 375 SVS/SVXM.
- 2.4. The 375 SVS/CCQ will:
 - 2.4.1. Publish orders appointing the escort officer.
 - 2.4.2. Publish orders appointing the Summary Court Officer (SCO).
 - 2.4.3. As required, will ensure personal effects of the deceased are laundered/dry-cleaned and pressed, and immediately process items of clothing needed for interment of deceased.
 - 2.4.4. Provide the Command Post a current on-call/standby letter for after-hours notification.
- 2.5. The Mortuary Officer will notify the Installation Commander of the need, obtain a SCO for the deceased, and request the SCO be placed on orders.
- 2.6. The 375 AW/JA will brief each appointed SCO and assist them with a legal interpretation of Summary Court actions necessary.
- 2.7. The Traffic Management Office will:
 - 2.7.1. Arrange transportation for the remains and escort upon request of the SCO.
 - 2.7.2. Issue the necessary documents for transportation of the remains and escort.
- 2.8. The Financial Services Officer will forward a copy of all paid vouchers, along with supporting documents, to 375 SVS/SVXM.
- 2.9. The SCO will:
 - 2.9.1. Complete AF Forms 1122, **Personal Property Inventory**, and 1122a (**Continuation Sheet**).
 - 2.9.2. Determine from TMO who is authorized to receive Personal Property.
 - 2.9.3. Obtain disposition/shipping instructions for property.
 - 2.9.4. Provide TMO copies of official notice of death, AF Forms 1122, 1122A, PCS fund citation, and initiate a DD Form 1299, **Application for Shipment and/or Storage of Personal Property**, for shipment of personal property to the next of kin.
 - 2.9.5. Prepare a detailed chronological account of transactions of the summary court.
 - 2.9.6. Forward a monthly progress report to 375 SVS/SVXM until the summary court case is closed.
 - 2.9.7. Deliver to the Mortuary Affairs Officer a completed typed Summary Court Journal when closed.
- 2.10. The escort will complete an AF Form 1947, **Escort Report**, and deliver or mail it to 375 SVS/SVXM.
- 2.11. The Honor Guard OIC/NCOIC will complete an AF Form 1946, **Honor Guard Checklist**, for each military honor detail performed.
- 2.12. The Base Contracting Officer will forward a copy of all pertinent SF Forms 1449, **Solicitation/Contract/Order for Commercial Items**, to 375 SVS/SVXM.

2.13. The Military Clothing Sales Store will issue authorized clothing when Mortuary Affairs presents a copy of DFAS Mortuary Funding Authorization Document, IMPAC card number, expiration date, and dollar limit of purchase.

2.14. The 375th Medical Group will fill out an AF Form 697, **Identification Findings and Conclusions**; AF Form 1801, **Postmortem Dental Record**; AF Form 1802, **Antemortem Dental Records**; and AF Form 1803, **Dental Identification Summary Report**, when any questions arise about the identity of the deceased. Forward completed forms to 375 SVS/SVXM for the Installation Commander's approval. The Mortuary Officer will return one copy of the approved forms to the 375th Medical Group Director of Patient Administration.

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Commander